

MILFORD RETIREMENT BOARD

Job Posting

Position Title: Administrator

Location: Retirement Office, Senior Center
60 North Bow Street, Milford, MA 01757

Date of Notice: January 19, 2022

Position Responsibilities:

The Administrator is responsible for the daily administration of the Milford Retirement System, a municipal contributory retirement system with assets of approximately \$125 million and membership of approximately 1,000 active, inactive and retired members. The Administrator will independently manage all aspects of the retirement office under the governance of a five-member board. Excellent communication, accounting and organizational skills are required. Must have the ability to train and supervise personnel (currently one staff member).

The Administrator will also maintain a thorough knowledge of Massachusetts General Law Chapter 32 public pension law, regulations of the Public Employee Retirement Administration Commission (PERAC), and Federal and State regulations including the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Internal Revenue Service (IRS) and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

Qualifications:

A successful candidate must possess excellent oral and written communication skills to effectively explain retirement law complexities and strategies to the retirement system membership and to interact with the system's actuary and other financial institutions to assure the accuracy of the system's financial reporting. An understanding of accounting practices is required to record various transactions. Must have the ability to conduct retirement board meetings and present various matters concisely and accurately to the members of the Board.

Ideal candidate should possess a bachelor's degree in accounting or business-related discipline and experience working in a M.G.L. Chapter 32 public retirement system. Must possess knowledge of general business and accounting principles and practices. Knowledge of and experience with PTG (retirement software) and Infinite Visions software is preferred. Must be proficient in the use of Microsoft Office applications.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Typical conditions as found in an office setting

Anticipated Date of Hire: February 2022

Complete job description can be requested by emailing: Zachary Taylor ztaylor@townofmilford.com

Salary Range: Contract - Commensurate with experience.

Office Hours: Monday, Tuesday, and Thursday 8:00am – 4:30pm

Wednesday 8:00am – 6:00pm

Friday 8:00am – 11:30am

Benefits:

- Retirement Membership (Mandatory)
- Deferred 457 Plan (Optional)
- Health/Life/Dental Insurance
- Flexible Spending Account
- Other Optional Offerings
- Generous PTO and Holidays Offered
- Non-Union Position

To apply for this position, please submit via email to ztaylor@townofmilford.com a letter of interest, resume and (3) references by 4:00 p.m. on 2/07/22. **Confirmation of email receipt will be sent.*

840 CMR 1.03: Prohibition Against Certain Persons Holding Certain Positions

No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall serve or be permitted to serve:

(1) As a member, administrator, fiduciary, officer, trustee, custodian, counsel, agent, employee or representative in any capacity of a board.

(2) As a consultant, manager or provider of goods or services to a board.

(3) In any capacity that involves decision making authority or custody or control of the monies, funds, assets or property of any system.

Position will remain open until filled.

The Milford Retirement Board is an equal opportunity employer.